



## **CITY OF BRAWLEY**

### **JOB ANNOUNCEMENT**

**DEPARTMENT:** Library

**POSITION:** Library Manager

**SALARY:** \$5,546.30 per month (Range 32, Step 1)

**EXAM TYPE:** N/A

**DUTIES:** See job description.

**QUALIFICATIONS:** A bachelor's degree from an accredited institution is required. A degree in Library Sciences is preferred. Bilingual in English and Spanish is desired. PLEASE NOTE: This is an at-will position.

**APPLY TO:** Personnel – City Administration Offices  
383 Main Street  
Brawley, CA 92227  
(760) 351-3057

**APPLY BY:** March 25, 2021



## **CITY OF BRAWLEY**

**CLASS TITLE:** Library Manager

**BASIC FUNCTION:** Under the general administrative direction of the Board of Trustees, the Community and Economic Development Director, and/or the City Manager, the Library Manager is responsible for assisting with the planning, directing, and supervising of all operations of the Brawley Public Library.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Assists with the selection of staff and assigns tasks and schedules. Coordinates all training of staff and volunteers. Evaluates personnel according to City and Library policies and procedures. Provides day-to-day leadership of library personnel and helps to insure high morale.

With the Library Board, assists with the preparation of the annual operations budget to be submitted for adoption by City Council. Maintains accurate records and follows City regulations for policies and procedures. Assists with staying within the allocated budget. Works with the City and Board for emergencies and/or special expenditures including capital projects.

Prepares and submits all reports to the Board for their scheduled meetings. Prepares all reports needed for the Board, City, State Library, Grantors, etc.

Selects and orders all books and materials following established policies and guidelines.

Conducts or uses training opportunities to enhance all library staff's skills and abilities. General areas include customer service, safety, library specific job skills, disaster preparedness, City policies, etc.

Applies for any available grants and implements all areas when received.

Provides excellent public relations and is involved in community outreach.

The Library Manager will attend all meetings of the Library Board, Serra Cooperative Library System, and other organizations as assigned.

Will perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Modern library concepts, procedures, trends, management and supervisory concepts; budgeting and finance; time management and organizational techniques; reference interviewing and resources; collection development; grant writing; public speaking techniques; customer service; employee counseling and evaluation; complex computer systems for troubleshooting; etc.

Approved: 12/14/20

**ABILITY TO:** Effectively plan, develop, implement, and maintain a high level of library service; organize and prepare budgets and maintain expenditure control; strong communication skills. Use Microsoft Office Suite programs such as Word, Excel, Outlook, etc.; Use and administer the circulation/catalog software which currently is Follett; strong English writing competency including proofreading skills; positive customer service approach to working with the public and staff; manage, supervise, and counsel staff when needed.

**EDUCATION AND EXPERIENCE:** A Bachelor's degree from an accredited institution is required. A degree in the Library Sciences is preferred. Bilingual in English and Spanish is desired.

**WORKING CONDITIONS:**

**ENVIRONMENT:** A typical office environment is the primary workplace. The library environment has high and low shelves, public areas, etc.

**PHYSICAL DEMANDS:** Must be able to lift up to 30 pounds, push full book carts, bend to low shelves, stretch to high shelves, use ladders or step stools, use computer keyboards and equipment which requires sitting; staffing the circulation/reference desk may require standing for a full eight-hour shift with appropriate breaks are all required. At times, the Manager may also perform janitorial duties such as unplugging a toilet, removing trash, and have exposure to common household chemicals such as window cleaner, bleach, etc.

This position has been designated as an at-will position.